

Section: Benefits	Issue Date: 06/21/93	Section # 7.001
Subsection: Holidays	Revised Date: 8/10/2023	Page 1

Days off with pay for legal holidays as shown below shall be granted by department heads to all eligible County employees.

1. New Year's Day
2. Martin Luther King's Birthday - 3rd Monday in January
3. President's Day - 3rd Monday in February
4. Memorial Day - last Monday in May
5. Juneteenth – June 19th
6. 4th of July
7. Labor Day - 1st Monday in September
8. Columbus Day - 2nd Monday in October
9. Veterans Day - November 11th
10. Thanksgiving Day
11. One half day December 24th and one-half day December 31st
12. Christmas Day
13. Floating Holiday***

When any of the holidays fall on Saturday, the holiday shall be considered a paid holiday observed the preceding Friday. When the holiday falls on Sunday, the holiday shall be considered a paid holiday observed the following Monday.

All “Per diem” and “Part Time” positions, not covered under a collective bargaining agreement, shall be paid at a rate of time and one half on Thanksgiving and Christmas.

If a scheduled* employee is required to work on one of the holidays the department head shall grant another day off with pay in lieu of the holiday worked. If a non-scheduled** employee must work on a holiday the employee shall be compensated for the holiday at the regular rate of pay and further compensate the employee at a rate of one and a half times his or her rate of pay for the hours worked during that holiday.

* An employee who is scheduled to work that day

** All others

*** Floating holiday will be awarded to an employee with an anniversary date prior to 01/01/2012.

Floating Holiday will be scheduled in the same manner as vacation time.

Per Personnel Committee, February 9, 2023, non-union employees hired on or after January 1, 2012 will not be eligible for a floating holiday.